

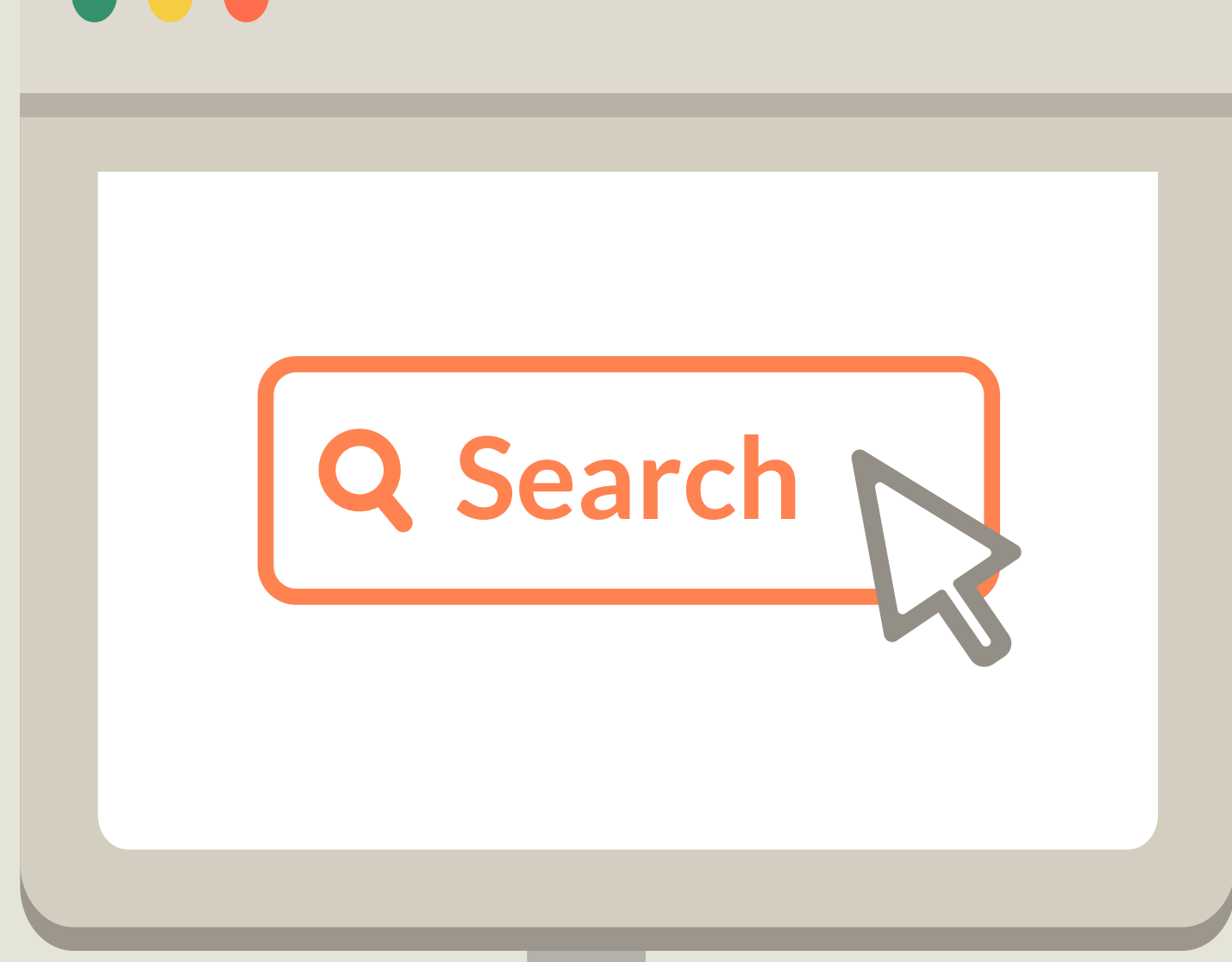


HOW TO START ECO-SCHOOLS PROGRESS REPORT

A step-by-step guide for Eco-Coordiators



#1



Step 1: Find ESD webpage

Go on web search (ie. Google, Yahoo, Bing), and type in

www.wwfmy-esd.com

Press Enter/Search and wait until the search is complete.

#2

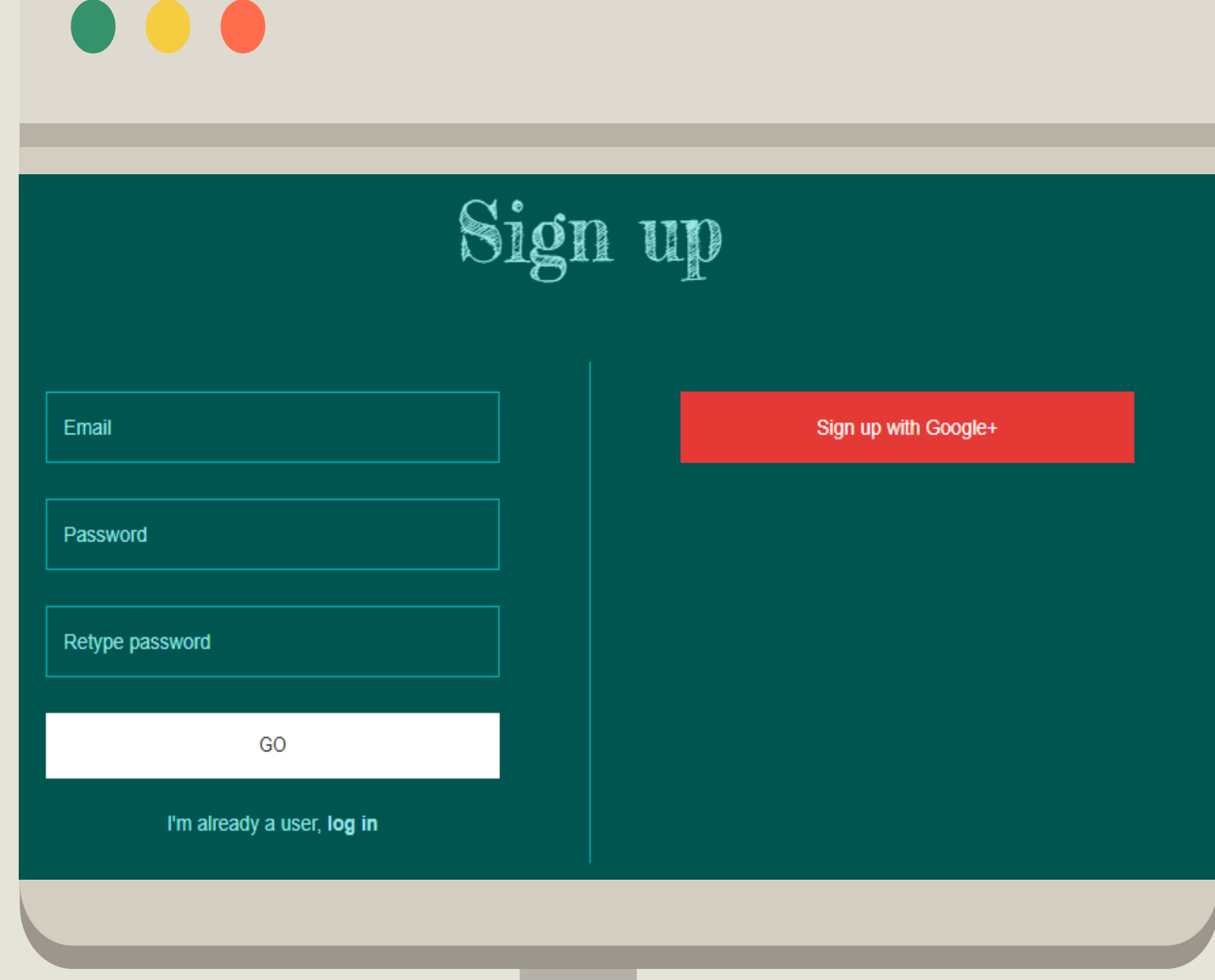


STEP 2 : Locate ESD Eco-Coordiators page

Once ESD webpage is fully loaded.

1. Hover the mouse cursor on the menu option "ESD Programmes" (as shown in the image) and more options will drop down.
2. Click on "Eco-Coordiators" and wait for it to load.

#3



Step 3 : Login!

Once the "Sign up" page is fully loaded.

If you already have an account on the **Eco-Coordiators**, please click on one of the login options.

Note : If you do not have an account yet, you can either use your Google account to sign up on Eco-Coordiators via the "Sign up with Google+" on the right-hand side of the page, or if you wish to use other email providers, you can do so by typing in your email address and credentials on the left-hand side of the page.

Once you have completed the sign up, please allow the ESD team to approve your request at least within three (3) working days.

#4

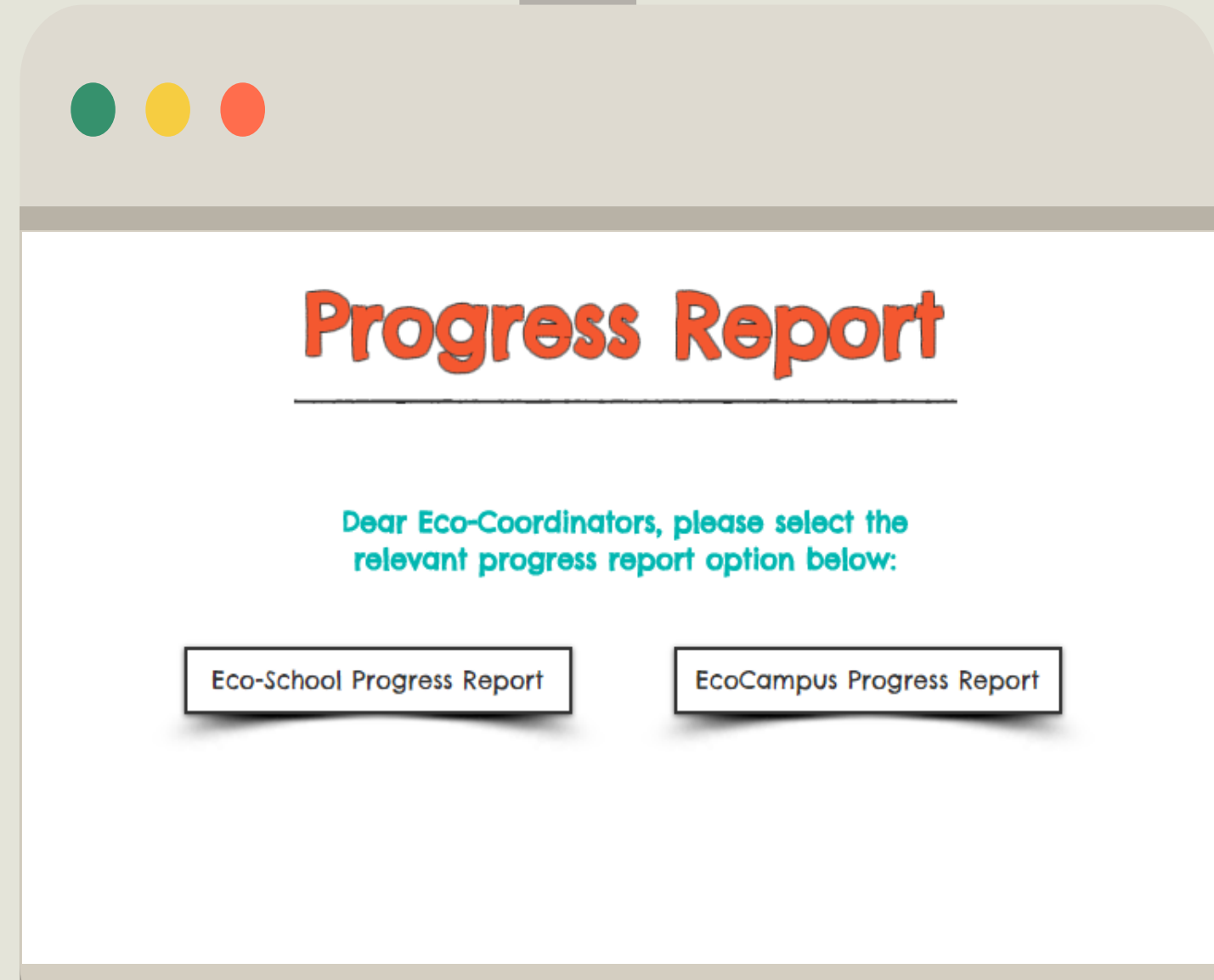


Step 4 : Get Access

Once you have access into the Eco-Coordiators page.

1. You can either use your mouse or track pad to scroll down the page until you see "Progress Report" section, or
2. You can click on the "Progress Report" button under the Eco-Coordiators menu option.

#5



Step 5 : Choose!

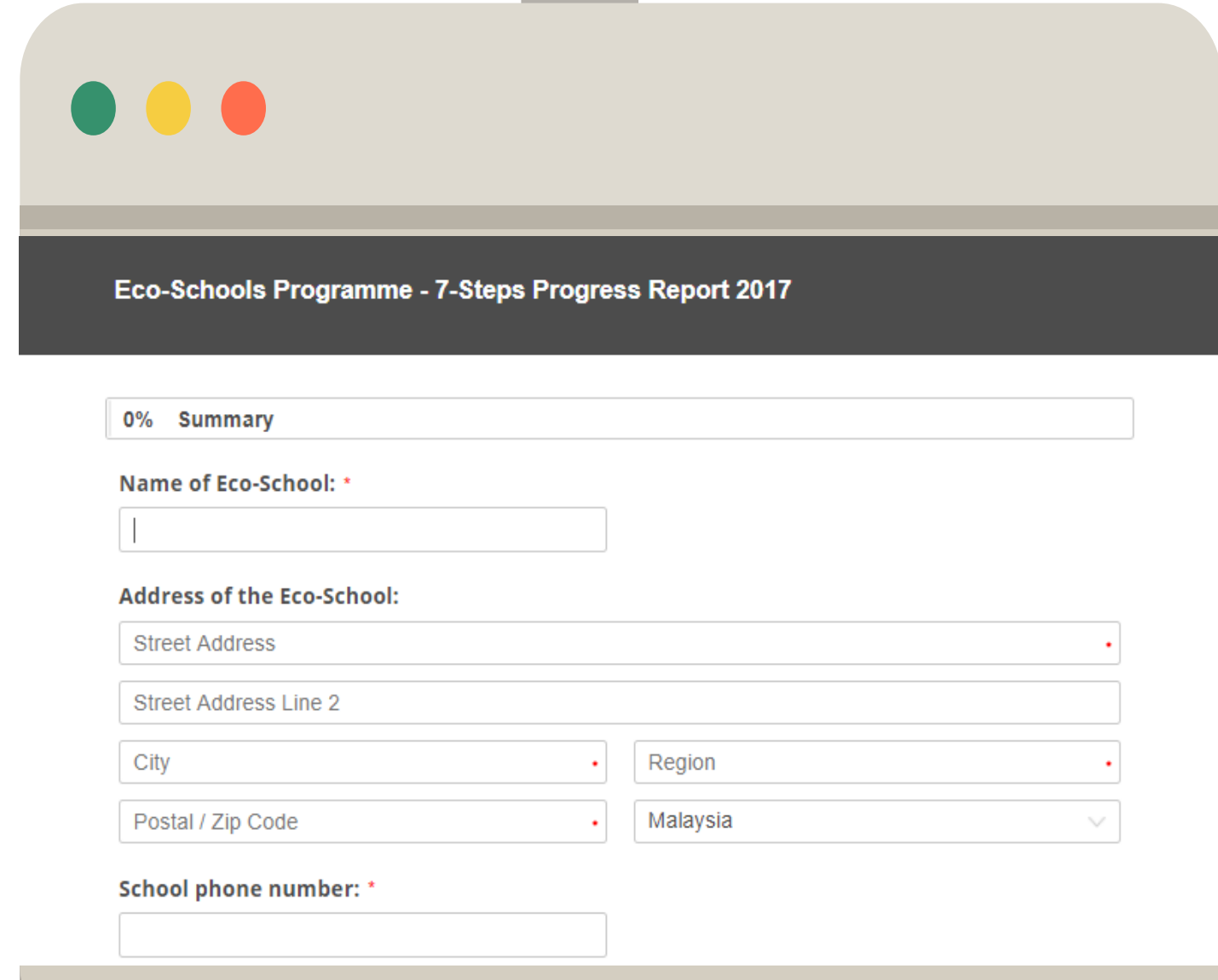
Once you at the "Progress Report" section.

Click on the relevant Progress Report option and the online Progress Report form will appear on screen.

If you are from Eco-Schools Programme, please click "Eco-Schools Progress Report", or,

If you are from EcoCampus Programme, please click on "EcoCampus Progress Report".

#6



Step 6 : Start your report!

Once the Progress Report online form is fully loaded.

You may start filling up the report accordingly and click the "Submit" button once you are done.

Note : If you wish to continue completing the report later, you may click "Save for later" button at the bottom of the form. A special link will be sent to your email address for you to access and complete the progress report at convenience.

More Useful Guides

1. How to access Eco-Coordiators' page?
2. How to Sign up my school under the Eco-Schools Programme?

Please visit:
www.wwfmy-esd.com/usefulguides

